



Illinois Environmental Protection Agency

1021 North Grand Avenue East • P.O. Box 19276 • Springfield • Illinois • 62794-9276 • (217)782-3397

ILLINOIS EPA UNSEWERED COMMUNITIES PLANNING GRANT PROGRAM (UCPGP) INVOICE REIMBURSEMENT DOCUMENTATION

Submit to: Illinois Environmental Protection Agency
Lanina Clark lanina.clark@illinois.gov
Jillian Fowler jillian.fowler@illinois.gov

Complete this form for each request for disbursement from the Unsewered Communities Planning Grant Program pursuant to the executed grant agreement. Please complete, print, sign, scan, and email the form back to either Lanina Clark or Jillian Fowler at the Illinois Environmental Protection Agency.

- ☐ If this is FIRST DISBURSEMENT request, please mark this box and include a copy of the **executed third-party agreement**.
- ☐ If this is the FINAL DISBURSEMENT request, please mark this box, **report total cumulative costs incurred to date, submit copies of all supporting invoices**, and submit the completed Planning Study

RECIPIENT NAME & ADDRESS:	APPROPRIATION ACCOUNT CODE:	PO#:
	PROJECT TITLE: Unsewered Communities Planning Grant Program (UCPGP)	
	ILLINOIS EPA MANAGER: Lanina Clark	GRANT NUMBER: C17
	DATE SUBMITTED:	INVOICE NUMBER:
PAYMENT CATEGORIES	TOTAL COST	INVOICED AMOUNT
Submittal of an executed contract detailing the scope of work and services to be performed by a third party in developing a Planning Study or equivalent document		\$ -
Submittal of a completed Planning Study accompanied by a detailed report of total cumulative costs incurred to date with copies of supporting invoices	Grantee's Award Amount \$ -	\$ -

TOTAL: \$ -

Signature of Authorized Representative

Date

Approved by IEPA

Date



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Grantee: _____

Grant Number: C17

Please indicate compliance with the following by marking "Y":

<input type="checkbox"/>	The grant recipient is in compliance with Articles I to XXVI, Exhibits A through G, and Parts Two and Three of the Grant Agreement and any subsequent Amendments executed for this grant project.
<input type="checkbox"/>	No refunds, rebates, or credits have been received by the grant recipient.

I hereby certify that this request for grant funds is, to the best of my knowledge and belief, a true and accurate request for reimbursement, that it is made in accordance with the conditions of the grant for the project, and that I am authorized to request grant funds on behalf of the grantee.

Signature of Authorized Representative

Date

(Print or Type)

Title

Grantee: _____

Grant Number: C17

FIRST DISBURSEMENT CHECKLIST

Please indicate compliance with the following by marking "Y":

	Executed engineering contract documents between the Grantee and consultant/sub-grantee for the completion of the project plan have been submitted to Illinois EPA and includes the required language found in Article XI Section 11.1 through 11.6 of the Intergovernmental Grant Agreement.
	A copy of agreements or grants providing other funding for this project have been submitted to the Illinois EPA. An allocation of funds from the other funding sources will be provided with each disbursement request.

FINAL DISBURSEMENT CHECKLIST

Please indicate compliance with the following by marking "Y":

	If the Planning Study has been completed, the Illinois EPA has been, or will be, notified in writing within 90 days of the completion of said Planning Study.
	Planning Study, complete with a Wastewater Project Plan Submittal Checklist submitted to the Illinois IEPA.
	Provided report of total cumulative costs incurred to date with copies of supporting invoices.

AFTER FINAL DISBURSEMENT

Within 30 days after the warrant (check) from the State Comptroller has been issued, the recipient will submit to the Illinois EPA:

	Certification by the recipient that all bills have been paid.
	Release discharging the State of Illinois, its officers, agents, and employees from all liabilities, obligations, and claims arising out of the project work.

Signature of Authorized Representative

Date

(Print or Type)

Title